

**BY ORDER OF THE COMMANDER
JOINT BASE MCGUIRE-DIX-
LAKEHURST**

**JOINT BASE MCGUIRE-DIX-LAKEHURST
INSTRUCTION 34-242**

27 MARCH 2015

Services

BASE ELITE HONOR GUARD PROGRAM



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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 87 FSS/FSOX

Certified by: 87 FSS/CC
(Lt Col Todd Randolph)

Pages: 10

This instruction implements Base Honor Guard policies, establishes procedures and responsibilities for Joint Base McGuire-Dix-Lakehurst (Air Force) participation concerning military honors and other activities deemed appropriate by the installation commander, currently the 87th Air Base Wing commander. This instruction applies to all Air Force units stationed on Joint Base McGuire-Dix-Lakehurst, New Jersey.

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SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. There is no record of the old MAFBI34-242, 15 June 2006.

1. Base Honor Guard Activities. Base Honor Guard activities include: For procedural guidelines, see AFI 34-1201 *Protocol*, and AFI 34-242 Chapter 8.

- 1.1. Military funerals and memorial services.
- 1.2. Protocol, honors, and ceremonial functions for military and civilian activities.
- 1.3. Change-of-command ceremonies (See AFPAM 36-2203, *Drill and Ceremonies*).
- 1.4. Civilian programs, parades, and celebrations (See AFPD 35-2, *Public Communication Programs*).
- 1.5. Other activities the installation commander deems appropriate.

2. Responsibilities.

2.1. The Installation Commander (JB MDL/CC):

- 2.1.1. Maintains overall responsibility for the Base Honor Guard Program.
- 2.1.2. Provides funding and resources to meet operational requirements of the Base Honor Guard Program.
- 2.1.3. Provides storage, training, and administrative space for the Base Honor Guard team.
- 2.1.4. Determines the size of the Base Honor Guard team required for the installation, taking into consideration the installation location, population, and projected workload.
- 2.1.5. Requests subordinate and tenant-unit manpower support. If there are insufficient active-duty volunteers, request MAJCOM/A1S approval for Air Reserve Component (ARC) augmentation and/or establish an organizational quota system and engage with authorized providers (Refer to <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-OT-DW-06>).
- 2.1.6. Establishes Memorandum of Agreement (MOA) between host Base Honor Guard and ARC organizations using the MOA format on the Air Force Personnel Center (AFPC) (A1S) Website for Air National Guard (ANG) and Air Force Reserve Command (AFRC) bases.
- 2.1.7. Appoints a Base Honor Guard Officer-In-Charge (OIC) and/or Honor Guard Noncommissioned Officer-In-Charge (NCOIC) as applicable.
- 2.1.8. Provides special recognition programs to include all who participate in Base Honor Guard activities.
- 2.1.9. Integrates authorized full-time/AGR positions into the Base Honor Guard Program.
- 2.1.10. Provides funding for the Base Honor Guard NCOIC to attend the appropriate program-management training course conducted by the Air Force Honor Guard, within three to six months of appointment to the position.

2.2. The 87th Force Support Squadron Commander:

- 2.2.1. Manages the Base Honor Guard Program for the installation commander.
- 2.2.2. Requests Military Personnel Appropriation (MPA) man-day support for ARC augmentation and route requests through the MAJCOM/A1 to HQ AFPC/SVORA with informational copy to the applicable ARC headquarters.

2.3. Squadron First Sergeants:

2.3.1. Ensure qualified personnel report to the Base Honor Guard for tour of duty.

2.3.1.1. Overall manning requirements will be determined (validated) by the Base Honor Guard NCOIC Group, and the allocation of detailed personnel will be executed by the installation command chief.

2.3.1.2. The Installation Chief's Group, chaired by the installation command chief, will "fair share" allocations across the 87th Air Base Wing, 305th Air Mobility Wing, and 621st Contingency Response Wing.

2.3.2. The replaced Base Honor Guard members will report back to their assigned unit the following week.

2.3.2.1. Replace Base Honor Guard members who are released by the Honor Guard NCOIC for not meeting Honor Guard Member responsibilities or who are found to have negative quality force indicators.

2.3.3. Names of primary and alternate candidates, along with Quality Force Indicator Worksheets (Attachment 1), must be forwarded to the Base Honor Guard NCOIC at least two weeks prior to the respective rotation. Individuals will report at least one week prior to get fitted for uniforms and receive an in-processing brief.

2.4. 87th Air Base Wing Public Affairs Officer:

2.4.1. Evaluates civilian agency requests for Base Honor Guard for civilian functions or ceremonies.

2.4.2. Advises the installation commander and Base Honor Guard NCOIC on off-base Base Honor Guard functions.

2.5. Honor Guard NCOIC:

2.5.1. Prepares annual budget requirements for the Base Honor Guard, ARC augmentation, and authorized provider expenses.

2.5.2. Ensures Base Honor Guard members, ARC augmentees, and Authorized Providers are trained and properly equipped to perform military honors.

2.5.3. Approves and maintains a list of performance-ready (trained, uniformed, equipped) Base Honor Guard members, to include ARC augmentees and other Authorized Providers.

2.5.3.1. Coordinate list with ARC unit and/or Base Individual Mobilization Augmentees Administrator (BIMAA) manager monthly if IMAs are used.

2.5.4. Serves as the liaison between base activities and the Base Honor Guard for requesting ceremonial support.

2.5.5. Ensures data is recorded on Form 1946, *Funeral Honors Database and/or MORT*, as prescribed in this chapter.

2.5.6. Works with base leadership to discipline and/or recognize Base Honor Guard members.

2.5.7. Removes any member who does not meet performance or appearance standards.

2.5.8. Ensures the military funeral honors request telephone number is kept current in Funeral Honors Database.

2.5.9. Provides the means to take funeral honors requests twenty-four hours a day/seven days a week, and respond to all requests for funerals not more than eight hours after the call.

2.5.10. Implements the Authorized Provider Partnership Program (AP3).

2.5.11. The Honor Guard OIC/NCOIC will select 5 prior Honor Guard members to serve as honorary members. These members will be the first to be called upon to support the Honor Guard during manpower shortage. Honorary members are considered active members and are authorized to wear the Honor Guard certification badge. Members must perform at least one detail a month and have their ceremonial uniforms inspected at minimum bimonthly.

2.6. Honor Guard Team Members:

2.6.1. Maintain high appearance standards in compliance with AFI 36-2903, *Dress and Personal Appearance of AF Personnel*, and a positive attitude. Member must meet and maintain physical fitness standards as outlined in AFI 36-2905, *Fitness Program*.

2.6.2. Ensure personal uniforms are maintained in serviceable condition, attend training, master the drill, and know traditional formation ceremonies and protocol.

2.6.3. Must not have a UIF or be on a control roster.

2.6.4. Must not be on profiles/waivers.

2.6.5. Must maintain reliable dependent care while assigned to the Base Honor Guard.

2.6.6. Will not be granted leave while on Base Honor Guard duty. (Units may authorize Emergency Leave if unit coordinates qualified replacement through Base Honor Guard NCOIC.)

2.6.7. Must possess a valid government travel card and be set up in the Defense Travel System (DTS) for travel pay prior to coming to Honor Guard. The members unit will be required to release them from their DTS system and 87 FSS Honor Guard will gain them into their system.

2.6.8. Possess a valid government driver's license and comply with AFI 24-301, *Vehicle Operations*, concerning vehicle abuse and misuse.

2.6.9. Are exempt from all other training and details. Enlisted Aviators are expected to complete training prior to reporting to the Base Honor Guard and will be given a one-day fly break during their tour, with coordination through the Base Honor Guard NCOIC and Scheduler.

2.6.10. Will adhere strictly to pre- and post-detail checklists, to include receiving vehicles from schedulers, handling weapons and ammunition, following precise driving directions, and receiving and giving safety briefings.

2.6.11. Will be on-call for the duration of their tour.

3. Funding.

3.1. Authorized expenditures are payable through Operation and Maintenance (O&M) funds and include all travel and per diem in support of military honors. Active duty has O&M funding responsibility for support provided by ARC augmentees.

3.2. O&M funds are used for the procurement and cleaning of uniforms, purchase of equipment, and miscellaneous expenses, such as hiring a bugler.

4. Uniforms.

4.1. NCOIC will procure uniform items locally or through supply procedures using national stock numbers (NSN) or part/stock (PN/MN) numbers to meet standards established by the USAF Honor Guard.

4.2. ARC units will fund uniforms for their Honor Guard members.

5. Munitions and Weapons.

5.1. All weapons and ammunition used, stored, and transported by the Base Honor Guard will comply with AFI 31-117, *Arming and Use of Force by Air Force Personnel*, AFMAN 31-229, *USAF Weapons Handling Manual*, AFI 31-101, *Integrated Defense*, AFI 34-242 *Mortuary Affairs Program*, AFMAN 91-201 *Explosive Safety Standards*.

5.2. The Base Honor Guard NCOIC will provide weapons safety and familiarization training and explosive training to new Base Honor Guard members during the indoctrination week; all training will be documented on an AF Form 55, *Employee Safety and Health Record*, and maintained at the Base Honor Guard.

6. Weapons Transport:

6.1. The Base Honor Guard will comply with all prescribed instructions IAW AFI 31-101, on movement and transportation of weapons on and off the installation. IAW AFI 31-101, the movement of 16 or fewer Class III weapons and associated munitions does not require an armed escort.

6.1.1. Category III weapons and associated munitions will be moved under the protection and custody of one designated unarmed individual who will remain with the weapons at all times to maintain constant and specific surveillance of weapons and munitions.

6.2. An unarmed individual will be a Base Honor Guard team member designated as the Noncommissioned Officer- (NFP) or Airman-in-Charge (AFP) of the firing party.

6.3. When traveling off base, weapons will be locked in a Base Honor Guard vehicle and out of view.

6.4. Members will practice for ceremonial events with blank ammunition behind the Honor Guard Building (Bldg 5455).

6.4.1. Prior to firing with blank ammunition the Base Honor Guard must notify the JB Police Main Desk (754-6001).

6.4.2. The only authorized ammunition used will be 7.62mm blanks.

6.4.3. During practice members must wear hearing protection, and two fire extinguishers must be present at the site. Team must be observed by at least one lead trainer.

6.4.4. Members will pick up weapons and ammunition from 87 SFS Armory, transport it safely to practice site, perform ops , pick up brass and turn in weapons and any leftover ammunition must be immediately returned to the armory.

6.4.5. If an emergency is encountered the Base Honor Guard will notify JB Police Main Desk (754-6001) and Wing Weapons Safety Officer (754-5148 or 754-6854).

7. Munitions Storage and Transport:

7.1. Blank ammunition is used for military funeral and memorial services, firing parties for civic events, and practice. The NCOIC will send to MAJCOM/SVX annual blank-ammunition requirement projections so they are included in the installation's five-year forecast. Active-duty Honor Guards being supported will forecast and fund munitions for ARC augmentation, should an authorized increase be necessary.

7.2. An approved clearing barrel IAW AFMAN 31-229, *Air Force Weapons Handling Manual*, must be present at storage location.

8. Transportation.

8.1. Base Honor Guard vehicle requirements are found in *Allowance Standard (AS) 019, Mission Application, "ZF."*

8.2. The Base Honor Guard may request vehicle support from the installation transportation organization if vehicle allowance and authorization has not been established.

8.2.1. When special vehicles, such as buses or tractor-trailers, are needed, the installation transportation organization will provide qualified drivers.

8.2.2. If the basis of issue does not meet Base Honor Guard requirements (demand for funeral honors is at a level that exceeds vehicles assigned) and temporary dispatch vehicle will not suffice, the Force Support Squadron Commander may request an increase in their authorization. See AFI 34-204, *Property Management*, for additional guidance on vehicles.

9. Training Resources. Training resources are available through USAF Honor Guard, Bolling AFB DC: at <http://www.honorguard.af.mil/bhg> and at <http://www.mfhcmdrs.osd.mil> for the AP3. Direct training questions to bhg.training@bolling.af.mil or commercial 202-404-6210 / 5565 (DSN 754-6210 / 5565).

10. Special Recognition. The Honor Guard recognizes members who exceed all standards of performance. The following is a list of recognition programs currently in place.

10.1. Honor Guard Member of the Year.

10.1.1. Annual award members must follow guidance sent out by CMSAF annual award package, complete package includes: official photo, biography, AF Form 1206, *Nomination for Award*. The package will be completed by Honor Guard NCOIC.

10.2. Honor Guard Decorations:

10.2.1. Upon completion of a standard rotation and based on the whole person concept, as defined by NCOIC, members may be considered for the Air Force Achievement Medal.

10.2.2. The Honor Guard NCOIC will forward a recommendation package, which includes a template and a decoration checklist, through the Honor Guard Share Point to the members respective First Sergeant. The First Sergeant will verify that there are no quality force indicators, and upload the member's surf and Fitrep into the Honor Guard Share point. The Honor Guard NCOIC will then forward the approved decoration package which includes the template, checklist, member's surf and fitrep to the 87 MSG/CCK for processing and to obtain the 87 MSG/CC's signature. The completed decoration will be forwarded to member's Wing Commander or designee for presentation.

JAMES C. HODGES, Col, USAF
Commander, Joint Base McGuire-Dix-Lakehurst

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI34-242, *Mortuary Affairs Program*, Chapter 8; 02 Apr 2008
AFPAM36-2203, *Drill and Ceremonies*; 03 Jun 1996
AFI31-101, *Integrated Defense (FOUO)*; 08 Oct 2009
AFI36-2226, *Combat Arms Program*; 24 Feb 2009
AFI36-2903, *Dress and Personal Appearance of AF Personnel*; 18 Jul 2011
AFI36-2905, *Fitness Program*; 21 Oct 2013
AFI24-301, *Vehicle Operations*; 01 Nov 2008
AFI31-207 AMC Sup 1, *Arming and Use of Force by Air Force Personnel*; 15 Mar 2005
AFMAN31-229, *USAF Weapons Loading Procedures*; 12 May 2004
AFMAN91-201, *Explosive Safety Standards*; 12 Jan 2011
AFI34-204, *Property Management*; 27 Aug 2004
AFI24-301, *Vehicle Operations concerning Vehicle Abuse and Misuse*; 01 Nov 2008
Allowance Standard (AS) 019, Mission Application, "ZF"

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*
AF Form 1206, *Nomination for Award*
AF Form 1946, *Funeral Honors Database and/or MORT*

Abbreviations and Acronyms

AFMAN—Air Force Manual
AFOSH—Air Force Occupational Safety and Health
AFRC—Air Force Reserve Command
AFRIMS—Air Force Records Information Management System
AFAM—Air Force Achievement Medal
AP3—Authorized Provider Partnership Program
ARC—Air Reserve Component
BAT—Base Assistant Team
BIMAA—Base Individual Mobilization Augmentees Administration

CRW—Contingency Response Wing

DTS—Defense Travel System

MOA—Memorandum of Agreement

MPA—Military Personnel Appropriation

NSN—National Stock Numbers

O&M—Operation and Maintenance

OPR—Office of Primary Responsibility

PN/MN—Part/Stock Numbers

UIF—Unfavorable Information File

Attachment 2

FORCE INDICATOR WORKSHEET

QUALITY FORCE INDICATOR WORKSHEET FOR:

1. I, Rank, First Name, MI, Last Name, certify that the above individual does not have any negative quality force indicators. In addition, the individual is able to comply with all of the following (from AFI 34-242, Chap 8).

a. Member Criteria (Request for exceptions to criteria must be coordinated through Honor Guard NCOIC and the squadron's First Sergeant.):

(1) Members should be personnel who have never been disqualified from bearing arms because of administrative or non-judicial action.

(2) Member must not have a UIF or be on a control roster.

(3) Member must not be on profiles/waivers.

(4) Member must have reliable dependent care in place.

(5) Member will not be granted leave while on honor guard duty (units may authorize Emergency Leave if unit supplies qualified replacement).

(6) All members while assigned to the honor guard must have a valid government travel card and be released in the Defense Travel System (DTS).

(7) Must be exempt from all training and squadron details except flyers, during the tour. (With coordination of NCOIC and Scheduler).

(8) Member must have a serviceable service dress uniform with flight cap and low quarters.

(9) Member must meet and maintain physical fitness standards as outlined in AFI 36-2905, *Fitness Program*.

2. The above individual has not been counseled, reprimanded, received any administrative or non-judicial punishment (LOC, LOR, LOA, Article 15, etc.) or has any prior or pending disciplinary issues. I believe that this individual is sharp, professional and is the best candidate to represent the (Squadron) while serving on the Honor Guard.

First Name MI Last Name, Rank, USAF
 Title, Squadron/Office Symbol
 DSN 650-XXXX